

INVITATION TO BID

STATE OF LOUISIANA

DIVISION OF ADMINISTRATION
OFFICE OF STATE PURCHASING

BIDS WILL BE PUBLICLY OPENED:

NOV 01, 2005 10:00 AM

PURCHASING AGENCY NO. : 107001

=====> VENDOR NO. :
SOLICITATION : 2203688
FILE NO. : M41962Z
OPENING DATE : 11/01/05

VENDOR NAME AND ADDRESS

=====>

**FILL IN VENDOR NUMBER (FEIN), NAME AND
ADDRESS ABOVE, BEFORE SUBMITTING BID.****SEE NO. 8 BELOW. RETURN BID TO**2203688 11/01/05 10:00 AM
M41962ZOFFICE OF STATE PURCHASING
OFFICE OF STATE PURCHASING
POST OFFICE BOX 94095
BATON ROUGE, LA 70804-9095BUYER : ANN CAMPBELL
BUYER PHONE : (225) 342-8043
DATE ISSUED : 10/19/05
REQ. AGENCY : 139001
SECRETARY OF STATE
AGENCY REQ. NO. : 2841
ISIS REQ. NO. : 1282592
VENDOR PHONE :
FISCAL YEAR : 06
CLASS/SUBCLASS : 96612
SCHEDULED BEGIN DATE : 00/00/00
SCHEDULED END DATE : 00/00/00
T-NUMBER :
FOLD HERE-->

DATA CONVERSION FOR FIRST STOP SHOP

TO BE COMPLETED BY VENDOR

1. _____ PLEASE REMOVE FROM THIS COMMODITY CODE.
2. _____ DELIVERY WILL BE MADE IN THIS NUMBER OF DAYS AFTER RECEIPT OF ORDER.
3. _____ % CASH DISCOUNT FOR PROMPT PAYMENT IF MADE WITHIN THIRTY (30) DAYS. CASH DISCOUNTS FOR LESS THAN 30 DAYS OR LESS THAN 1% WILL BE ACCEPTED, BUT WILL NOT BE CONSIDERED IN DETERMINING AWARDS. ON INDEFINITE QUANTITY TERM CONTRACTS, CASH DISCOUNTS WILL BE ACCEPTED AND TAKEN BUT WILL NOT BE CONSIDERED IN DETERMINING AWARDS.
4. _____ BID BOND ATTACHED, _____ CERTIFIED CHECK ATTACHED, _____ OTHER, IF REQUIRED.
5. _____ BID REFERENCE NUMBER. (THIS NUMBER WILL APPEAR ON RESULTING ORDER OR CONTRACT).

INSTRUCTIONS TO BIDDERS

1. READ THE ENTIRE BID, INCLUDING ALL TERMS AND CONDITIONS AND SPECIFICATIONS.
2. ALL BID PRICES MUST BE TYPED OR WRITTEN IN INK. ANY CORRECTIONS, ERASURES OR OTHER FORMS OF ALTERATION TO UNIT PRICES SHOULD BE INITIALED BY THE BIDDER.
3. THIS BID IS TO BE MANUALLY SIGNED IN INK.
4. BID PRICES SHALL INCLUDE DELIVERY OF ALL ITEMS F.O.B. DESTINATION OR AS OTHERWISE PROVIDED. BIDS CONTAINING "PAYMENT IN ADVANCE" OR "C.O.D" REQUIREMENTS MAY BE REJECTED. PAYMENT IS TO BE MADE WITHIN 30 DAYS AFTER RECEIPT OF PROPERLY EXECUTED INVOICE OR DELIVERY, WHICHEVER IS LATER.
5. AMOUNT OF BID BOND REQUIRED: _____ N/A _____
6. AMOUNT OF PERFORMANCE BOND, IF REQUIRED. _____ OR _____ 0% _____ OF BID.
7. DESIRED DELIVERY: _____ 004WEEKS ARO _____
8. TO ASSURE CONSIDERATION OF YOUR BID, ALL BIDS AND ADDENDA SHOULD BE RETURNED IN AN ENVELOPE OR PACKAGE CLEARLY MARKED WITH THE BID OPENING DATE AND THE BID NUMBER, OR SUBMITTED IN THE SPECIAL ENVELOPE IF FURNISHED FOR THAT PURPOSE.
9. BIDS SUBMITTED ARE SUBJECT TO PROVISIONS OF THE LAWS OF THE STATE OF LOUISIANA INCLUDING BUT NOT LIMITED TO L.R.S. 39:1551-1736; PURCHASING RULES AND REGULATIONS; EXECUTIVE ORDERS; STANDARD TERMS AND CONDITIONS; SPECIAL CONDITIONS; AND SPECIFICATIONS LISTED IN THIS SOLICITATION.
10. IMPORTANT: BY SIGNING THE BID, THE BIDDER CERTIFIES COMPLIANCE WITH ALL INSTRUCTIONS TO BIDDERS, TERMS, CONDITIONS AND SPECIFICATIONS, AND FURTHER CERTIFIES THAT THIS BID IS MADE WITHOUT COLLUSION OR FRAUD. THIS BID IS TO BE MANUALLY SIGNED IN INK BY A PERSON AUTHORIZED TO BIND THE VENDOR (SEE NO.30). ALL BID INFORMATION SHALL BE MADE WITH INK OR TYPEWRITTEN.

FOLD HERE-->

VENDOR PHONE NUMBER:
FAX NUMBER:

TITLE

DATE

SIGNATURE OF AUTHORIZED BIDDER - SEE NO. 30, PAGE 3.
(MUST BE SIGNED)NAME OF BIDDER
(TYPED OR PRINTED)

STANDARD TERMS & CONDITIONS		INVITATION TO BID	
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<p>11 ADDRESS ALL INQUIRIES AND CORRESPONDENCE TO THE BUYER AT THE PHONE AND ADDRESS SHOWN ABOVE.</p> <p>12. CONFERENCE: NA NA NA</p> <p>13. BID FORMS. ALL WRITTEN BIDS, UNLESS OTHERWISE PROVIDED FOR, MUST BE SUBMITTED ON, AND IN ACCORDANCE WITH, FORMS PROVIDED, PROPERLY SIGNED (SEE NO. 30). BIDS SUBMITTED IN THE FOLLOWING MANNER WILL NOT BE ACCEPTED: A. BID CONTAINS NO SIGNATURE INDICATING INTENT TO BE BOUND; B. BID FILLED OUT IN PENCIL; AND C. BID NOT SUBMITTED ON THE STATE'S STANDARD FORMS.</p> <p>BIDS MUST BE RECEIVED AT THE ADDRESS SPECIFIED IN THE SOLICITATION PRIOR TO BID OPENING TIME IN ORDER TO BE CONSIDERED. TELEGRAPHIC AND FAX ALTERATIONS TO BIDS RECEIVED BEFORE BID OPENING TIME WILL BE CONSIDERED PROVIDED FORMAL BID AND WRITTEN ALTERATION HAVE BEEN RECEIVED AND TIME-STAMPED BEFORE BID OPENING TIME. ENTIRE BID SHOULD BE RETURNED, EXCEPT ITEM PAGES NOT BID.</p> <p>14. STANDARDS OF QUALITY. ANY PRODUCT OR SERVICE BID SHALL CONFORM TO ALL APPLICABLE FEDERAL AND STATE LAWS AND REGULATIONS AND THE SPECIFICATIONS CONTAINED IN THE SOLICITATION. UNLESS OTHERWISE SPECIFIED IN THE SOLICITATION, ANY MANUFACTURER'S NAME, TRADE NAME, BRAND NAME, OR CATALOG NUMBER USED IN THE SPECIFICATION IS FOR THE PURPOSE OF DESCRIBING THE STANDARD OF QUALITY, PERFORMANCE, AND CHARACTERISTICS DESIRED AND IS NOT INTENDED TO LIMIT OR RESTRICT COMPETITION. BIDDER MUST SPECIFY THE BRAND AND MODEL NUMBER OF THE PRODUCT OFFERED IN HIS BID. BIDS NOT SPECIFYING BRAND AND MODEL NUMBER SHALL BE CONSIDERED AS OFFERING THE EXACT PRODUCTS SPECIFIED IN THE SOLICITATION.</p> <p>15. DESCRIPTIVE INFORMATION. BIDDERS PROPOSING AN EQUIVALENT BRAND OR MODEL SHOULD SUBMIT WITH THE BID INFORMATION (SUCH AS ILLUSTRATIONS, DESCRIPTIVE LITERATURE, TECHNICAL DATA) SUFFICIENT FOR STATE OF LOUISIANA TO EVALUATE QUALITY, SUITABILITY, AND COMPLIANCE WITH THE SPECIFICATIONS IN THE SOLICITATION. FAILURE TO SUBMIT DESCRIPTIVE INFORMATION MAY CAUSE BID TO BE REJECTED. ANY CHANGE MADE TO A MANUFACTURER'S PUBLISHED SPECIFICATIONS SUBMITTED FOR A PRODUCT SHALL BE VERIFIABLE BY THE MANUFACTURER. IF ITEM(S) BID DO NOT FULLY COMPLY WITH SPECIFICATIONS (INCLUDING BRAND AND/OR PRODUCT NUMBER), BIDDER MUST STATE IN WHAT RESPECT ITEM(S) DEVIATE. FAILURE TO NOTE EXCEPTIONS ON THE BID FORM WILL NOT RELIEVE THE SUCCESSFUL BIDDER(S) FROM SUPPLYING THE ACTUAL PRODUCTS REQUESTED.</p> <p>16. BID OPENING. BIDDERS MAY ATTEND THE BID OPENING, BUT NO INFORMATION OR OPINIONS CONCERNING THE ULTIMATE CONTRACT AWARD WILL BE GIVEN AT THE BID OPENING OR DURING THE EVALUATION PROCESS. BIDS MAY BE EXAMINED WITHIN 72 HOURS AFTER BID OPENING. INFORMATION PERTAINING TO COMPLETED FILES MAY BE SECURED BY VISITING THE STATE OF LOUISIANA DURING NORMAL WORKING HOURS. WRITTEN BID TABULATIONS WILL NOT BE FURNISHED.</p> <p>17. AWARDS. THE STATE OF LOUISIANA RESERVES THE RIGHT TO AWARD ITEMS SEPARATELY, GROUPED OR ON AN ALL-OR-NONE BASIS AND TO REJECT ANY OR ALL BIDS AND WAIVE ANY INFORMALITIES.</p> <p>18. PRICES . UNLESS OTHERWISE SPECIFIED BY THE STATE OF LOUISIANA IN THE SOLICITATION, BID PRICES MUST BE COMPLETE, INCLUDING TRANSPORTATION PREPAID BY BIDDER TO DESTINATION AND FIRM FOR ACCEPTANCE FOR A MINIMUM OF 30 DAYS. IF ACCEPTED, PRICES MUST BE FIRM FOR THE CONTRACTUAL PERIOD. BIDS OTHER THAN F.O.B. DESTINATION MAY BE REJECTED. PRICES SHOULD BE QUOTED IN THE UNIT (EACH, BOX, CASE, ETC.) AS SPECIFIED IN THE SOLICITATION.</p> <p>19. DELIVERIES. BIDS MAY BE REJECTED IF THE DELIVERY TIME INDICATED IS LONGER THAN THAT SPECIFIED IN THE SOLICITATION.</p> <p>20. TAXES. VENDOR IS RESPONSIBLE FOR INCLUDING ALL APPLICABLE TAXES IN THE BID PRICE. STATE AGENCIES ARE EXEMPT FROM ALL STATE AND LOCAL SALES AND USE TAXES.</p>			

STANDARD TERMS & CONDITIONS		INVITATION TO BID	
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<p>21. NEW PRODUCTS. UNLESS SPECIFICALLY CALLED FOR IN THE SOLICITATION, ALL PRODUCTS FOR PURCHASE MUST BE NEW, NEVER PREVIOUSLY USED, AND THE CURRENT MODEL AND/OR PACKAGING. NO REMANUFACTURED, DEMONSTRATOR, USED OR IRREGULAR PRODUCT WILL BE CONSIDERED FOR PURCHASE UNLESS OTHERWISE SPECIFIED IN THE SOLICITATION. THE MANUFACTURER'S STANDARD WARRANTY WILL APPLY UNLESS OTHERWISE SPECIFIED IN THE SOLICITATION.</p> <p>22. CONTRACT RENEWALS. UPON AGREEMENT OF THE STATE OF LOUISIANA AGENCY AND THE CONTRACTOR, A TERM CONTRACT MAY BE EXTENDED FOR 2 ADDITIONAL 12-MONTH PERIODS AT THE SAME PRICES, TERMS AND CONDITIONS. IN SUCH CASES, THE TOTAL CONTRACT TERM CANNOT EXCEED 36 MONTHS.</p> <p>23. CONTRACT CANCELLATION. THE STATE OF LOUISIANA HAS THE RIGHT TO CANCEL ANY CONTRACT, IN ACCORDANCE WITH PURCHASING RULES AND REGULATIONS, FOR CAUSE, INCLUDING BUT NOT LIMITED TO, THE FOLLOWING: (1) FAILURE TO DELIVER WITHIN THE TIME SPECIFIED IN THE CONTRACT; (2) FAILURE OF THE PRODUCT OR SERVICE TO MEET SPECIFICATIONS, CONFORM TO SAMPLE QUALITY OR TO BE DELIVERED IN GOOD CONDITION; (3) MISREPRESENTATION BY THE CONTRACTOR; (4) FRAUD, COLLUSION, CONSPIRACY OR OTHER UNLAWFUL MEANS OF OBTAINING ANY CONTRACT WITH THE STATE; (5) CONFLICT OF CONTRACT PROVISIONS WITH CONSTITUTIONAL OR STATUTORY PROVISIONS OF STATE OR FEDERAL LAW; (6) ANY OTHER BREACH OF CONTRACT.</p> <p>24. DEFAULT OF CONTRACTOR. FAILURE TO DELIVER WITHIN THE TIME SPECIFIED IN THE BID WILL CONSTITUTE A DEFAULT AND MAY CAUSE CANCELLATION OF THE CONTRACT. WHERE THE STATE HAS DETERMINED THE CONTRACTOR TO BE IN DEFAULT, THE STATE RESERVES THE RIGHT TO PURCHASE ANY OR ALL PRODUCTS OR SERVICES COVERED BY THE CONTRACT ON THE OPEN MARKET AND TO CHARGE THE CONTRACTOR WITH COST IN EXCESS OF THE CONTRACT PRICE. UNTIL SUCH ASSESSED CHARGES HAVE BEEN PAID, NO SUBSEQUENT BID FROM THE DEFAULTING CONTRACTOR WILL BE CONSIDERED.</p> <p>25. ORDER OF PRIORITY. IN THE EVENT THERE IS A CONFLICT BETWEEN THE INSTRUCTIONS TO BIDDERS OR STANDARD CONDITIONS AND THE SPECIAL CONDITIONS, THE SPECIAL CONDITIONS SHALL GOVERN.</p> <p>26. APPLICABLE LAW. ALL CONTRACTS SHALL BE CONSTRUED IN ACCORDANCE WITH AND GOVERNED BY THE LAWS OF THE STATE OF LOUISIANA.</p> <p>27. COMPLIANCE WITH CIVIL RIGHTS LAWS. BY SUBMITTING AND SIGNING THIS BID, BIDDER AGREES TO ABIDE BY THE REQUIREMENTS OF THE FOLLOWING AS APPLICABLE: TITLE VI AND VII OF THE CIVIL RIGHTS ACT OF 1964, AS AMENDED BY THE EQUAL OPPORTUNITY ACT OF 1972, FEDERAL EXECUTIVE ORDER 11246, FEDERAL REHABILITATION ACT OF 1973, AS AMENDED, THE VETERAN'S READJUSTMENT ASSISTANCE ACT OF 1974, TITLE IX OF THE EDUCATION AMENDMENTS OF 1972, THE AGE ACT OF 1975, AND BIDDER AGREES TO ABIDE BY THE REQUIREMENTS OF THE AMERICANS WITH DISABILITIES ACT OF 1990. BIDDER AGREES NOT TO DISCRIMINATE IN ITS EMPLOYMENT PRACTICES, AND WILL RENDER SERVICES UNDER ANY CONTRACT ENTERED INTO AS A RESULT OF THIS SOLICITATION WITHOUT REGARD TO RACE, COLOR, RELIGION, SEXUAL ORIENTATION, NATIONAL ORIGIN, VETERAN STATUS, POLITICAL AFFILIATION, OR DISABILITIES. ANY ACT OF DISCRIMINATION COMMITTED BY BIDDER, OR FAILURE TO COMPLY WITH THESE STATUTORY OBLIGATIONS WHEN APPLICABLE, SHALL BE GROUNDS FOR TERMINATION OF ANY CONTRACT ENTERED INTO AS A RESULT OF THIS SOLICITATION.</p> <p>28. SPECIAL ACCOMMODATION. ANY "QUALIFIED INDIVIDUAL WITH A DISABILITY" AS DEFINED BY THE AMERICANS WITH DISABILITIES ACT WHO HAS SUBMITTED A BID AND DESIRES TO ATTEND THE BID OPENING, MUST NOTIFY THIS OFFICE IN WRITING NOT LATER THAN SEVEN DAYS PRIOR TO THE BID OPENING DATE OF THEIR NEED FOR SPECIAL ACCOMMODATIONS. IF THE REQUEST CANNOT BE REASONABLY PROVIDED, THE INDIVIDUAL WILL BE INFORMED PRIOR TO THE BID OPENING.</p> <p>29. INDEMNITY. CONTRACTOR AGREES, UPON RECEIPT OF WRITTEN NOTICE OF A CLAIM OR ACTION, TO DEFEND THE CLAIM OR ACTION, OR TAKE OTHER APPROPRIATE MEASURE, TO INDEMNIFY, AND HOLD HARMLESS, THE STATE, ITS OFFICERS, ITS AGENTS AND ITS EMPLOYEES FROM AND AGAINST ALL CLAIMS AND ACTIONS FOR BODILY INJURY, DEATH OR PROPERTY DAMAGES CAUSED BY THE FAULT OF THE CONTRACTOR, ITS OFFICERS, ITS AGENTS, OR ITS EMPLOYEES. CONTRACTOR IS OBLIGATED TO INDEMNIFY ONLY TO THE EXTENT OF THE FAULT OF THE CONTRACTOR, ITS OFFICERS, ITS AGENTS, OR ITS EMPLOYEES. HOWEVER, THE CONTRACTOR SHALL HAVE NO OBLIGATION AS SET FORTH ABOVE WITH RESPECT TO ANY CLAIM OR ACTION FROM BODILY INJURY, DEATH OR PROPERTY DAMAGES ARISING OUT OF THE FAULT OF THE STATE, ITS OFFICERS, ITS AGENTS OR ITS EMPLOYEES.</p> <p>30. SIGNATURE AUTHORITY. IN ACCORDANCE WITH L.R.S. 39:1594 (ACT 121), THE PERSON SIGNING THE BID MUST BE:</p> <ol style="list-style-type: none"> 1. A CURRENT CORPORATE OFFICER, PARTNERSHIP MEMBER OR OTHER INDIVIDUAL SPECIFICALLY AUTHORIZED TO SUBMIT A BID AS REFLECTED IN THE APPROPRIATE RECORDS ON FILE WITH THE SECRETARY OF STATE; OR 2. AN INDIVIDUAL AUTHORIZED TO BIND THE VENDOR AS REFLECTED BY A CORPORATE RESOLUTION, CERTIFICATE OR AFFIDAVIT; OR 3. OTHER DOCUMENTS INDICATING AUTHORITY WHICH ARE ACCEPTABLE TO THE PUBLIC ENTITY. 			

SPECIAL TERMS & CONDITIONS		INVITATION TO BID	
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1 BID DELIVERY INSTRUCTIONS FOR STATE PURCHASING:

BIDDERS ARE HEREBY ADVISED THAT THE U.S. POSTAL SERVICE DOES NOT MAKE DELIVERIES TO OUR PHYSICAL LOCATION.

BIDS MAY BE MAILED THROUGH THE U.S. POSTAL SERVICE TO OUR BOX AT:
OFFICE OF STATE PURCHASING
P O BOX 94095
BATON ROUGE LA 70804-9095

BIDS MAY BE DELIVERED BY HAND OR COURIER SERVICE TO OUR PHYSICAL LOCATION AS FOLLOWS:

OFFICE OF STATE PURCHASING
CLAIBORNE BUILDING, SUITE 2-160
1201 NORTH THIRD STREET
BATON ROUGE, LA 70802

BIDDER IS SOLELY RESPONSIBLE FOR ENSURING THAT ITS COURIER SERVICE PROVIDER MAKES INSIDE DELIVERIES TO OUR PHYSICAL LOCATION. THE OFFICE OF STATE PURCHASING IS NOT RESPONSIBLE FOR ANY DELAYS CAUSED BY THE BIDDER'S CHOSEN MEANS OF BID DELIVERY.

BIDDER IS SOLELY RESPONSIBLE FOR THE TIMELY DELIVERY OF ITS BID. FAILURE TO MEET THE BID OPENING DATE & TIME SHALL RESULT IN REJECTION OF THE BID.

PUBLICIZING AWARDS. IN ACCORDANCE WITH L.A.C.34:I.535, UNSUCCESSFUL BIDDERS WILL BE NOTIFIED OF THE AWARD PROVIDED THAT THEY SUBMIT WITH THEIR BID A SELF-ADDRESSED STAMPED ENVELOPE REQUESTING THIS INFORMATION.

ATTENTION:

RECEIPT OF A SOLICITATION OR AWARD CANNOT BE RELIED UPON AS AN ASSURANCE OF RECEIVING FUTURE SOLICITATIONS. IN ORDER TO RECEIVE FUTURE SOLICITATIONS/AWARDS FROM THIS OFFICE, YOU MUST ENROLL IN THE PROPER CATEGORY ON LAPAC OR ON STATE PURCHASING'S AGPS BIDDERS LIST. ENROLLMENT IN LAPAC IS FREE AND PROVIDES EMAIL NOTIFICATION OF BID OPPORTUNITIES BASED UPON COMMODITIES THAT YOU SELECT.

2 PREFERENCE. IN ACCORDANCE WITH LOUISIANA REVISED STATUTES 39:1595, A PREFERENCE MAY BE ALLOWED FOR PRODUCTS MANUFACTURED, PRODUCED, GROWN, OR ASSEMBLED IN LOUISIANA OF EQUAL QUALITY.

DO YOU CLAIM THIS PREFERENCE? YES _____

SPECIFY LINE NUMBER(S): _____

SPECIFY LOCATION WITHIN LOUISIANA WHERE THIS PRODUCT IS MANUFACTURED,

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PRODUCED, GROWN OR ASSEMBLED: _____

(NOTE: IF MORE SPACE IS REQUIRED, INCLUDE ON SEPARATE SHEET.)

DO YOU HAVE A LOUISIANA BUSINESS WORKFORCE? YES _____ NO _____

IF SO, DO YOU CERTIFY THAT AT LEAST FIFTY PERCENT (50%) OF YOUR LOUISIANA BUSINESS WORKFORCE IS COMPRISED OF LOUISIANA RESIDENTS?

YES _____ NO _____

FAILURE TO SPECIFY ABOVE INFORMATION MAY CAUSE ELIMINATION FROM PREFERENCES. PREFERENCES SHALL NOT APPLY TO SERVICE CONTRACTS.

- 3 CANCELLATION
THE STATE OF LOUISIANA RESERVES THE RIGHT TO CANCEL THIS CONTRACT WITH THIRTY (30) DAYS WRITTEN NOTICE.
- 4 AT THE OPTION OF THE STATE OF LOUISIANA AND ACCEPTANCE BY THE CONTRACTOR, THIS CONTRACT MAY BE EXTENDED FOR TWO ADDITIONAL TWELVE (12) MONTH PERIODS AT THE SAME PRICE, TERMS AND CONDITIONS. TOTAL CONTRACT TIME MAY NOT EXCEED THIRTY-SIX (36) MONTHS.
- 5 ALL ART, COLOR SEPARATIONS, FILM, NEGATIVES, TAPES, FLOPPY DISKS, SPECIAL PLATES AND DIES ARE TO BECOME THE PROPERTY OF THE STATE OF LOUISIANA. SUCCESSFUL VENDOR IS TO FORWARD THESE TO THE AGENCY UPON COMPLETION OF THIS JOB.
- 6 QUALITY OF WORKMANSHIP AND STOCK-ALL ARTICLES FURNISHED AND WORK DONE MUST BE OF A FIRST CLASS QUALITY. THE USE OF POOR TYPE, POOR PRESSWORK OR THE USE OF A DIFFERENT COLOR OF INK FROM THAT ORDERED, INFERIOR BINDING, INFERIOR QUALITY OR MIS-MATCHED PAPER STOCK, A LESSER GRADE OF PAPER THAN THAT ORDERED, OR ANY OTHER DISCREPANCIES WILL BE SUFFICIENT CAUSE FOR THE REJECTION OF THE WORK AND FOR REFUSAL OF PAYMENT UNTIL THE CONTRACT CONTROVERSY IS RESOLVED.

PRICE SHEET

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LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY FROM/TO	UNIT	UNIT PRICE	EXTENDED TOTAL
	UNLESS SPECIFIED ELSEWHERE SHIP TO: SECRETARY OF STATE PURCHASING DEPT 8549 UNITED PLAZA BLVD BATON ROUGE , LA 70809				
00001	COMMODITY CODE: 966-12-000000 CONTRACT TO PROVIDE COMPUTEROUTPUT SERVICE AND TO PROVIDE FOR ALL RELATED MATTERS AS SPECIFIED BELOW: THE CONTRACT WILL BE FOR A PERIOD BEGINNING AT THE DATE OF AWARD AND ENDING JUNE 30, 2006. THE CONTRACTOR SHALL HAVE THE CAPABILITY TO ACCEPT, PROCESS AND PRODUCE HARD COPY PRINTOUT FROM A ZIP-COMPRESSED STANDARD ASCII FILE WHICH WILL BE ELECTRONICALLY TRANSFERRED TO THE VENDOR'S FTP SERVER. THE CONTRACTOR SHALL ALSO ASSEMBLE AND MAIL REPORTS ON A TIMELY BASIS AS FURTHER DESCRIBED BELOW. THE SECRETARY OF STATE'S OFFICE SHALL MAKE AVAILABLE TO THE CONTRACTOR TWICE MONTHLY (ON THE 1ST AND 15TH OF EACH MONTH), FILES CONTAINING MULTIPLE REPORTS OF TWO FORMATS, PROVIDING SEPARATE FILES FOR EACH FORMAT. THE PRINTOUT SHALL BE PRODUCED ON 8 1/2" X 11" SHEETS PRINTED ON BOTH SIDES. THE INFORMATION SHALL BE OBTAINED FROM THE ASCII FILE MENTIONED ABOVE. THE SECRETARY OF STATE MANDATES THAT THE PRINTOUT BE IN TWO COLORS;ONE COLOR TO DISTINGUISH THE CROP CODE, PRODUCT NAME AND PARISH PRODUCED AND ANOTHER COLOR TO INDICATE THE DEBTOR INFORMATION, DATE AND TIME OF FILING AND SECURITY AMOUNT (SEE THE ATTACHED ILLUSTRATION). THE REPORT MUST BE BOUND LENGTHWISE BY PLASTIC BINDING MECHANISMS. GLUED BIND-	460000	PAGE		

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LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY FROM/TO	UNIT	UNIT PRICE	EXTENDED TOTAL
	<p>ING IS NOT ACCEPTABLE.</p> <p>THE REPORT MUST BE LABELED FOR MAILING. THE INFORMATION MUST INCLUDE THE REGISTRANTS IDENTIFICATION NUMBER, INDIVIDUAL NAME, BUSINESS NAME, AND MUNICIPAL ADDRESS. THE LABEL MUST BE AFFIXED TO THE REPORT TO FACILITATE MAILING ENVELOPES.</p> <p>THE CONTRACTOR WILL BE RESPONSIBLE FOR PROVIDING ALL SUPPLIES NECESSARY TO COMPLETE THIS SERVICE, SUCH AS BUT NOT LIMITED TO 20# WHITE PAPER, 65# COVER FOR FRONT AND BACK COVERS, PLASTIC COMBS FOR BINDING, MAILING LABELS AND ALL SHIPPING OR MAILING SUPPLIES.</p> <p>USPS OR UPS SHIPPING CHARGES ARE TO BE BILLED TO THE SEC. OF STATE'S OFFICE, WITH DOCUMENTATION BY WHICH THE AGENCY CAN VERIFY THE CHARGES.</p> <p>THE CONTRACTOR SHALL MAIL THE REPORTS TIMELY BY THE MOST COST EFFECTIVE CARRIER AND MUST PROVIDE PROOF OF DELIVERY (I.E. RETURN RECEIPT CARDS, UPS SIGNED FOR SLIPS, ETC.)</p> <p>CONTRACTOR WILL BE REIMBURSED FOR THE FREIGHT/POSTAGE COSTS.</p> <p>TURNAROUND TIME SHALL BE FIVE (5) BUSINESS DAYS FOR THE QUARTERLY MASTER LIST (PREPARED JAN. 1ST, APRIL 1, JUL. 1ST AND OCT 1ST)</p> <p>TURNAROUND TIME SHALL BE THREE (3) BUSINESS DAYS FOR THE CULMULATIVE ADDENDUM (PRODUCED ON THE 1ST AND 15TH OF EACH MONTH).</p> <p>NOTE: THERE IS NO DISTRIBUTION OF THE CUMULATIVE ADDENDUM ON THE FIRST OF EACH MONTH IN WHICH THERE IS A DISTRIBUTION OF THE MASTER LIST. CONTRACTOR WILL BE REIMBURSED FOR THE FREIGHT/POSTAGE COSTS.</p> <p>AT PRESENT THERE ARE A APPROXIMATELY 250 CUSTOMERS RECEIVING REPORTS.</p> <p>THE QUANTITY SHOWN IS AN ESTIMATE FOR A</p>				

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	<p>TWELVE-MONTH PERIOD, AND THE ACTUAL USAGE MAY BE MORE OR LESS THAN THE AMOUNT SHOWN. IN THE EVENT A GREATER OR LESSER QUANTITY IS NEEDED, THE RIGHT IS RESERVED TO INCREASE OR DECREASE THE QUANTITY, AT THE UNIT PRICE STATE IN THE BID.</p> <p>SHIP TO: SECRETARY OF STATE PURCHASING DEPT 3851 ESSEN LANE BATON ROUGE, LA70809</p>				
00002	<p>COMMODITY CODE: 966-12-000000</p> <p>NO PRICE IS TO BE QUOTED HERE. AGENCY WILL USE THIS LINE FOR ENCUMBRANCE PURPOSES FOR FREIGHT/POSTAGE.</p> <p>SHIP TO: SECRETARY OF STATE PURCHASING DEPT 3851 ESSEN LANE BATON ROUGE, LA70809</p>	16200	FRT\$		

04/01/01
01120

STATE OF LOUISIANA - SECRETARY OF STATE
Master Listing of Farm Products
By Debtor Name Within Farm Product

*could have been - all other be black
to be in red*

PAGE 0007

1005 BROCCOLI (continued)

DEBTOR

EMERALD FARMS INC./721168868
1336 HIGHWAY 456/LECOMPT, LA. 71346

SECURED PARTY

LOUISIANA DEPARTMENT OF AGRICULTURE AND
FORESTRY
5825 FLORIDA BOULEVARD/BATON ROUGE,
LA. 71346

FILE NUMBER	DATE/ TIME	PARISH/QT/CRUP LOAN AMOUNT
40-006578	11/25/91 03:47 PM	40/ALL 100,000.00 /91

1010 CABBAGE

DEBTOR

HOWELL, CARL W/571762380
2844 HWY 585/PIONEER, LA 71266
HOWELL, SHIRLEY /536586541
2844 HWY 585/PIONEER, LA 71266
LIUZZA, ANTHONY G/439175882
P O BOX 774/TICKFAM, LA 70466
LIUZZA, LUCINDA GULLLOT/434196242
P O BOX 774/TICKFAM, LA 70466
LIUZZA PRODUCE FARM INC/721987404
P O BOX 774/TICKFAM, LA 70466

SECURED PARTY

FARM SERVICE AGENCY
P O BOX 307/OAK GROVE LA 71263
FARM SERVICE AGENCY
P O BOX 307/OAK GROVE LA 71263
FIRST SOUTH PRODUCTION CREDIT ASSOCIATION
P O BOX 1015/AMITE, LA. 70422
FIRST SOUTH PRODUCTION CREDIT ASSOCIATION
P O BOX 1015/AMITE, LA. 70422
FIRST SOUTH PRODUCTION CREDIT ASSOCIATION
P O BOX 1015/AMITE, LA. 70422

FILE NUMBER	DATE/ TIME	PARISH/QT/CRUP LOAN AMOUNT
62-207648	02/22/99 10:40 AM	62/ALL ACRES /ALL ALL
62-207648	02/22/99 10:40 AM	62/ALL ACRES /ALL ALL
53-09733	06/28/96 02:50 PM	53/ALL /ALL
53-09733	06/28/96 02:50 PM	53/ALL /ALL
53-09733	06/28/96 02:50 PM	53/ALL /ALL

1020 CANTALOUPE

DEBTOR

ANDERSON, JASON /439350044
RT 4 BOX 269/COUSHATTA, LA. 71019

SECURED PARTY

FIRST GUARANTY BANK
311 N FRANKLIN ST/BASTROP, LA. 71220

FILE NUMBER	DATE/ TIME	PARISH/QT/CRUP LOAN AMOUNT
34-100084	04/27/00 04:05 PM	41/ALL \$50,000.00 /ALL
17-1200320	09/01/00 02:05 PM	42/ALL /2000 ALL

MULHERN JR, PETE /433621455
26 NELL ST./RAVIVILLE, LA 71269

RYAN, SCOTT MICHAEL/433577088
7970 DIXIE SHREVEPORT ROAD/SHREVEPORT,
LA 71107

USDA - FARM SERVICE AGENCY
P.O. BOX 7099/SHREVEPORT, LA 71137

RYAN, STEPHANIE SNIDER/439517195
7970 DIXIE SHREVEPORT ROAD/SHREVEPORT,
LA 71107

USDA - FARM SERVICE AGENCY
P.O. BOX 7099/SHREVEPORT, LA 71137

WILLIAMS, JR, CECIL N/433256342
P.O. BOX 61/KEITHVILLE, LA 71047

NORTHWEST LOUISIANA PRODUCTION CREDIT
ASSOCIATION
P.O. BOX 5663/SHREVEPORT, LA
71135-5663

WILLIAMS, LINDA SCHIFFER/301565082
P.O. BOX 61/KEITHVILLE, LA 71047

NORTHWEST LOUISIANA PRODUCTION CREDIT
ASSOCIATION
P.O. BOX 5663/SHREVEPORT, LA
71135-5663

3020 CATFISH

DEBTOR

ABAMS, IVY TIM/425081108
117 LYNNWOOD DRIVE/FERRIDAY, LA 71334
BADER, JAMES MICHAEL/433552428
11000 LAKEVIEW DRIVE/BASTROP, LA 71220

SECURED PARTY

SOUTHWEST BANK
P.O. BOX 1165/JENNINGS, LA. 70546
REGIONS BANK OF LOUISIANA
P.O. BOX 7232/MONROE, LA 71211-7232

FILE NUMBER	DATE/ TIME	PARISH/QT/CRUP LOAN AMOUNT
02-358 324	05/07/91 01:22 PM	15/750,000LBS/ALL 238,350.00
34-146031	10/14/97 02:58 PM	34/162,500LBS/ALL ALL

JOINT CHK REQ 03:08 PM \$50,000.00 /ALL
JOINT CHK REQ 03:08 PM \$50,000.00 /ALL
JOINT CHK REQ 03:08 PM \$50,000.00 /ALL
FARM # ALL MOREHOUSE PARISH ALL